

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**January 26, 2016 @ 8:30am**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30 am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary), Paul Babcock, and Michael Wineke. Others present: Brian Lamers, Staci Hoffman, Terri Palm, Carla Robinson, Blair Ward.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Ward, Corporation Counsel.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Copies of the revised agenda and material provided.
7. Approval of the December 15, 2015 minutes. **Motion by J. Mode, second by G. David, to approve the December 15, 2015 minutes as printed.** Motion Carried 5:0.
8. Fourth quarter, 2015, Retirement Recognitions. Seven retirements were reviewed, having over 163 years of experience. Recognitions will be presented at the February County Board meeting.
9. Discussion and possible action to eliminate one vacant Full-time Mental Health Technician and create one Full-time Community Support Program Professional I/II at Human Services. Supervisor Mode discussed that the CSP I/II position is a degreed position that can provide a higher-level of care, including case management, and receives additional funding for these services. **Motion by M. Wineke, second by P. Babcock, to recommend a resolution to eliminate the full-time MHT position and create a full-time, CSP I/II position.** Motion carried 5:0.
10. Discussion and possible action to amend Personnel Ordinance HR0450, Leave of Absence without Pay, providing authority to grant leave of absences greater than four months. Item was discussed at December 15, 2015 meeting. **Motion by P. Babcock, second by G. David, to recommend amending HR0450, Leave of Absence without Pay, authorizing the Human Resources Director or designee to approve leave of absences greater than four months.** Motion carried 5:0.
11. Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries. Discussion regarding a "Catch-up" provision was discussed, as well as how the grade for elected officials is established and the step placement. Committee directed staff to provide several scenarios to review and scheduled a special meeting to address the issue.

12. Review of Human Resources Department monthly Financial Reports from November, 2015. T. Palm indicated there were no significant changes from the December meeting.
13. Report from Human Resources Director. The Human Resources December monthly report was included, as well as the 11 vacancy requests and 1 emergency help request. There were no employees who started above minimum step and/or benefits to report. Finally, the total number of holiday, random hours and vacation hours carried over from 2015 to 2016 was provided and included in the written report.
14. **Next Meeting date and agenda items:** Special meeting scheduled **Thursday, February 4, 2016, at 6:00pm.** Agenda to include discussion and possible recommendation to amend Ordinance 2013-26, establish a procedure to set elected official salaries. Regular scheduled meeting set for **Tuesday, February 16, 2016 @ 8:30am.** Agenda to include a recommendation of salaries for 2017 – 2020 for the elected official positions of County Clerk, Register of Deeds and Treasurer.
15. Adjournment: **Motion by G. David to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 9:40a.m.